

FORRESTAL GARAGE PARKING TIPS & SUGGESTIONS FROM OUR CUSTOMERS

Departure Procedures

As stated in the DOE Order, HQ O 344.1 all vehicles must be moved within 15 minutes of the posted departure time (i.e., 5:00pm: the vehicle must be moved no later than 5:15pm.). These 15 minutes are a grace period and every effort should be made to vacate the lane as close to the designated time as possible. Failure to move the vehicle within 15 minutes of the posted departure time or when asked to do so by another employee will be cause for issuance of a violation notice and possible towing, and it may result in the termination of parking privileges. If the vehicle has not been moved, notify the attendant, so that the vehicle may be ticketed. If an attendant is not available, take down the appropriate information and report it to the Parking Management Office the next day - a ticket will be issued. Employees who intend to leave during the workday should park in lanes designated for such access and egress if available. If such parking is not available, a parking attendant should be asked to provide assistance.

Tips for Parking Permit Holder

Making Visitor Parking Request

Many of our DOE employees call to request visitor parking on a daily basis. In making a request, you must call one day in advance, giving every visitor a fair opportunity to receive a parking space. The visitor section of the garage is limited to 30 spaces and we receive at least 40 request, a day, so call early.

When calling you must have the following information: The visitor's name, the type of car they are driving, the tag number, the time they will be arriving and departing DOE, and the name and extension of the person they are visiting. When you provide this information, you will be given a confirmation number. Visitors do not have to pay. A visitor is anyone who does not work in the Forrestal or L'Enfant Plaza buildings.

Displaying Permits

This is a reminder to clearly display and have your permit properly filled out with all the pertinent information. The parking permit must be displayed on the driver's side dashboard. The permit must be fully and clearly visible and include the names and current office telephone numbers (not voice mail numbers) of all the car pool/van pool members.

Parking While on Travel

Many permit holders are required to travel around the country on official business. As a courtesy to our customers, the Forrestal garage is available for permit holders to park their car for the duration of their trip. The following are guidelines that you should take if you wish to leave your car in the Forrestal garage.

- < Have your valid monthly permit displayed in the parked car for the duration of your trip.
- < Notify the parking attendants of your desire to leave the vehicle in the garage.
- < The car must be parked against the wall.
- < Notify the attendants of the lane the car is parked in to avoid any confusion.
- < Make sure your vehicle is locked.
- < Do not leave your keys with anyone.

- < The parking attendants are not responsible for moving your car.

Hopefully this will help to accommodate you during your travel.

Questions About Parking

If you have any questions about the Forrestal Parking Garage, please call Gwen Moten or Charvonne Burnett on 586-4271.

You may also contact Byron Deegan on 586-9285 with your feedback & suggestions to make our Forrestal Garage a safer and more user friendly facility.

Hours and Location

The Parking Management Office is open for business between the hours of 8am and 5pm. We are located in room IG-059. Gwen Moten and Charvonne Burnett are always happy to assist you in anyway possible.

